

STATE OF SOUTH DAKOTA CLASS SPECIFICATION

Class Title: Farm Manager

Class Code: 80632

A. Purpose:

Manages a farm operation that supports research by completing performance reviews, assigning work schedules and approving sick and annual leave requests of subordinates, preparing the annual farm budget, keeping records of farm activities and preparing reports to ensure requirements of project leaders are met.

B. Distinguishing Feature:

The Farm Manager supervises and directs the activities of farm labor personnel at a research station or inmates if a Farm Manager is at a penitentiary.

The Agricultural Foreman serves as a lead worker over senior agricultural research technicians and agricultural research technicians by assigning and reviewing work; feeds and cares for livestock; collects and records research data; repairs and maintains equipment, buildings and grounds; and operates feed processing mills and farm machinery.

The Agricultural Research Manager/Specialist is responsible for performing specialized functions or independently managing a major area or areas of an agricultural research project or livestock unit. The incumbent assists or serves as the project leader in one or more of the following areas: planning, supervising, and assigning tasks in such areas as a greenhouse, seed house, livestock unit and/or field operation; developing, maintaining and modifying computer systems and electronic equipment for agricultural research; working with co-operators; and/or performing agricultural laboratory management duties.

Senior Agricultural Research Technician conducts research projects that have been developed by a project leader; designs and conducts research, summarizes the data collected and prepares the final report; and develops new flora or fauna lines and analyzes samples.

The Agricultural Research Technician cares for livestock on a research farm or institution, performs field work, operates feed processing mills, weighs and packages seed for seeding research plots and pollinates and cross pollinates plants; records research data as prescribed by a project leader and prepares, maintains and harvests field research plots.

C. Functions:

(These are examples only; any one position may not include all of the listed examples nor do the listed examples include all functions that may be found in positions of this class.)

1. Supervises employees to ensure an effective, efficient operation.
 - a. Evaluates performance and completes performance review documents.
 - b. Trains and provides work direction.
 - c. Approves leave requests.
 - d. Interviews and selects staff to be hired.
2. Keeps records of farm activities and prepares reports, to be evaluated by the supervisor, detailing the annual farm activities.
3. Prepares the annual farm budget so money can be allocated to the farm for the next fiscal year.
4. Recommends equipment and machinery purchases to be used on the farm to effectively and efficiently maintain the farm.

5. Performs other work as assigned.

D. Reporting Relationships:

Reports to college or university office manager. Supervises.

E. Challenges and Problems:

Challenged to provide quality feed for the livestock research units and prepare and harvest research plots; continuously train new work study students and inmates, resolve problems between inmates and deal with the changing mental state of inmates.

Typical problems include keeping the soil uniform for research projects, inclement weather which can delay planting and the growth of crops, the vaccination of livestock against disease and determining the amount of feed the farm will need to make its needs.

F. Decision-making Authority:

Decisions made include the soil preparation for seeding and when the soil should be prepared, the assignment of and the priority of work, the performance review of subordinates, approval of sick and annual leave requests, and machinery purchases.

Decisions referred include final approval of the budget request and approval of major expenses for repairs.

G. Contact with Others:

Daily contact with a supervisor and/or project leaders to discuss soil conditions, land preparation, acreage preference and any problems the incumbent may be having. Occasional contact with agricultural suppliers to order supplies and with a veterinarian to treat livestock illnesses.

H. Working Conditions:

The farm manager spends a majority of each workday outdoors working with and around animals, chemicals and pesticides, all of which can be potentially hazardous. Heavy lifting of animals and bags of feed and fertilizer is part of the job.

I. Knowledge, Skills and Abilities:

Knowledge of:

- effective methods of supervision;
- safety requirements for working with or around machinery, chemicals, and/or large and small animals;
- normal animal health patterns, behavior and abnormal manifestations of illness or injury;
- animal nutrition and the quantities and kinds needed for different animals;
- horticultural, range and/or greenhouse management;

Ability to:

- communicate information clearly and concisely;
- perform acceptable farming procedures and practices;
- do hard physical labor for several hours at a time in all weather conditions;
- complete accurate records and prepare clear, concise reports;
- develop laboratory techniques and conduct laboratory analysis and calculations;

- supervise and train subordinates;
- handle all sizes of animals, including research animals or diseased and injured animals.